

Working with the CORE office to create a survey

STEP 1: Draft Questions¹

1. **Define Your Objectives.** Figure out the decision or decisions you're trying to make to focus your survey.
 2. **Work Backwards.** Once you've set your objectives, determine the data you need to gather in your survey to make your decision.
 3. **Check for Bias.** Make sure you're not asking leading questions.
 4. **Do a Test Drive.** Send your survey to friends and colleagues for a test run. Make sure your questions and response options are understandable.
- *Currently we are entering questions into a third party vendor (Survey Monkey) therefore we want to be considerate of those we are surveying, and not ask highly confidential questions (e.g. social security #).*
 - *Create an introduction, list of definitions and other narrative as necessary.*
 - *Need sample questions? Connect with the CORE office.*

STEP 2: Send questions to the CORE team to upload online. You will have an opportunity to preview and make changes based on our recommendations. Once complete you'll receive a "live" online link for the survey.

STEP 3: Once finalized, get the word out! Not all options below are applicable but you do want to get your survey completed by as many in your target audience as possible, consider:

- Promoting on Canvas
- Providing tablets or computer stations with the survey link readily available
- Allowing online and paper options
- Posting to your departments social media
- Emailing invitations
- Embedding in your webpage

STEP 4: Your CORE office will review results and analyze data

Finally, review the results, share with your team, and use the data to make informed decisions about your program.

¹ Need more tips? Click here: https://help.surveymonkey.com/articles/en_US/kb/5-Tips-for-Writing-a-Great-Survey